Chapter 12: Browser Basics

Software and Hardware Requirements

The electronic submission of annual financial statements and administrative requests using FASSUB requires computer resources and a compliant Internet browser. The optimum software and hardware resources are recommended for efficiency, although users can operate with the minimum required resources.

Optimum Hardware Resources

Processor: Pentium I00
RAM: 16 MB
Modem: 28.8
Video card: 256k
Download file size: 5.8MB
Installed file size: 10MB

Optimum Software Resources

Windows 95
Netscape* 3.5 – 4.76 or HTML-compliant browser application
Adobe# Acrobat Reader 4.05
NOTE: FASSUB supports Netscape 3.5 – 4.76 browser versions and Internet Explorer 5.0. Other browsers or versions may not be compatible with this software.

Users can download Netscape* 3.5 or higher (32-bit) from the Internet. The procedures to download Netscape* can be found at **http://home.netscape.com/download**.

Minimum Hardware Resources

Processor: 486
RAM: 8 MB
Modem: 14.4 kb
Video card: 256k
Download file size: 5.5MB
Installed file size: 10MB

Minimum Software Resources

Windows 3.1
Netscape* 3.5 or HTML-compliant browser application
Adobe# Acrobat Reader 4.05

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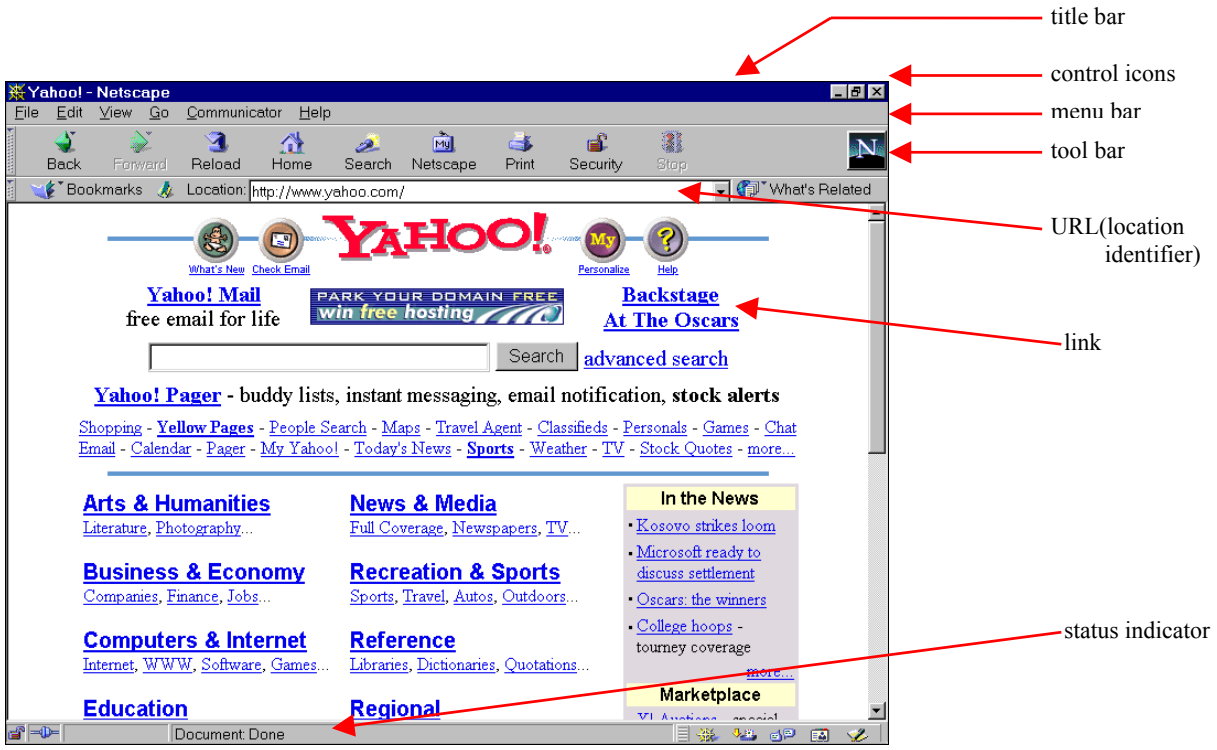
Internet Basics

The Internet is a worldwide system of computer networks facilitating access to information and people. Using the Internet to access and use HUD secure systems require an Internet connection and a computer with a modem and Netscape 4.7 or an HTML-compliant browser application. A browser allows access to web pages on the World Wide Web (WWW or the Web). The Web is a universally accepted standard for sharing information on the Internet. The Web consists of information organized into pages stored in computers physically located throughout the world.

Web Page

A web page is a document or application with a unique address on the Web, possibly including links to other pages. The **Yahoo!*** main page is shown below as an example.



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Title Bar

The title bar at the top of the page displays the title of the document or application of the Web page that is active or currently displayed. When more than one window is open, the title bar of the active window is bold; the other open title bars appear faded.

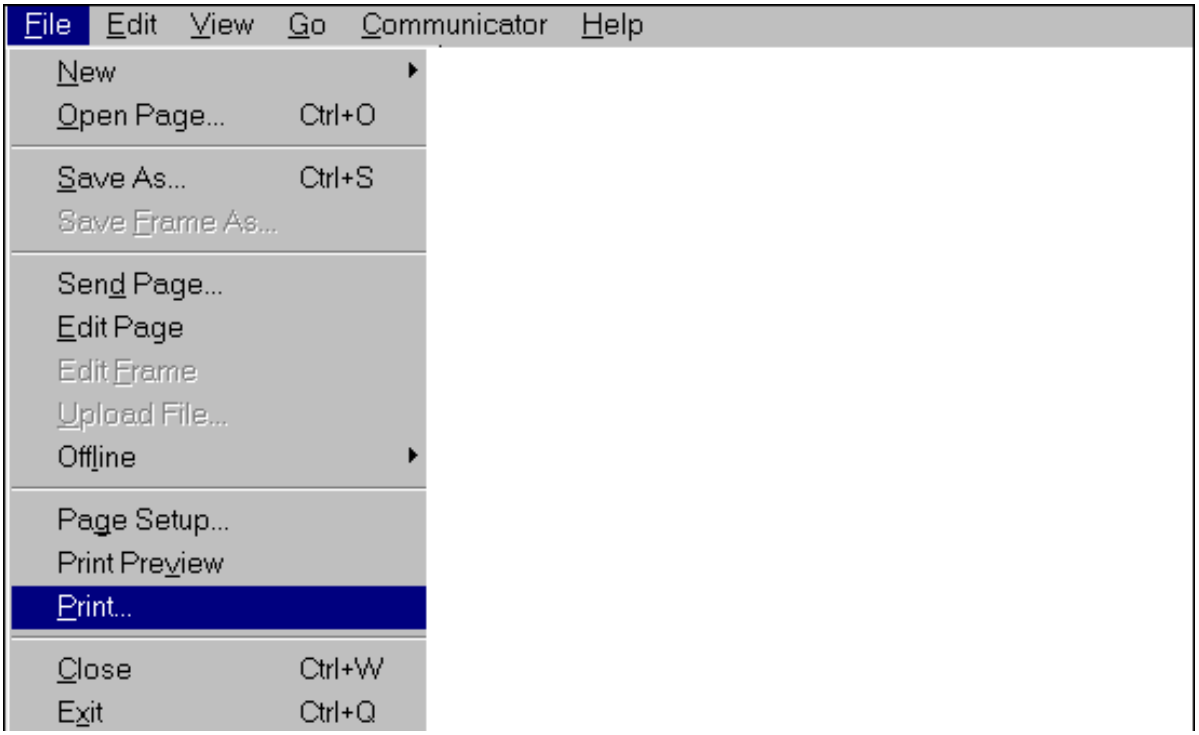
Control Icons

In the right corner of the title bar, there are three control icons. With a mouse click, the Minimize icon reduces or minimizes the window to the bottom of the page. To enlarge the window back to full size, click on the appropriately titled box at the bottom of the page. The Minimize/Maximize icon reduces the window to a smaller size, allowing the user to view other open windows or the desktop. To enlarge the window back to full size, click on again.

The last control icon is the Close icon. Clicking on this control icon closes the browser application (and the document or application open within the browser) and returns the user to the desktop.

Menu Bar

The menu bar provides drop-down menus for browser functions. By placing the cursor over a menu item and clicking on it with a left mouse button, the drop-down menu appears. Highlight the appropriate menu function with the cursor to make a selection.



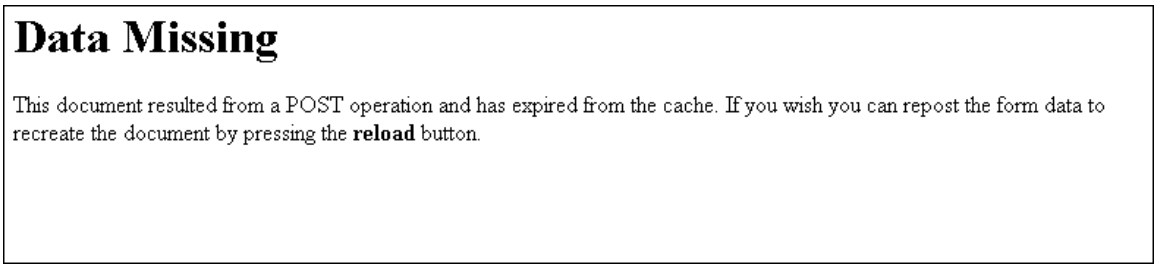
Available menu functions are text items in bold. Menu functions that are not available appear faded and cannot be activated.

Tool Bar

The tool bar consists of buttons representing browser functions.

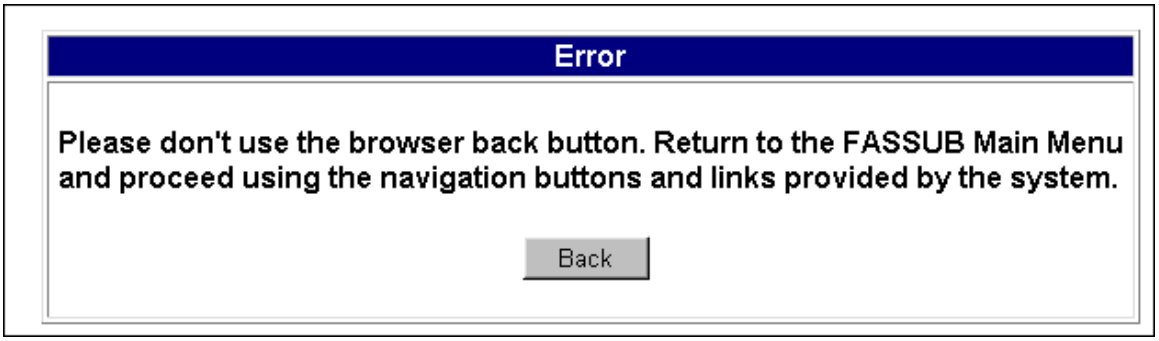
Available functions are buttons with bold text and graphics. A tool bar button appears faded if the function is not available.

Note: Do not use the Browser's Back button while using FASSUB. A user should only use the system links in the FASSUB application to go back. A Browser back button may yield a Data Missing screen.



The user should use the Reload icon on the tool bar.

In other cases, using the back button results in a loss of data and the user will receive an error message.



Location Identifier

The unique location of the Web document or application is called the Uniform Resource Locator (URL). The URL is used to find a particular Web page among all the computers on the Internet. Enter the desired URL in the *Location* field and press the Enter key.

NOTE: The field is labeled "Location" for an Internet site. It is labeled "Netsite" for an intranet (internal/within the organization) site.

Status

The Netscape browser indicates the status of the action being performed. If the browser is performing an action (for example, searching a database for information): the Netscape logo to the right of the URL address appears to have comets flying across it, the Stop sign on the tool bar is bold and red, and the status indicator line at the bottom of the page (next to the lock) describes the status (for example, "Connect . . . Waiting for reply"). Upon completion of the action, the logo returns to its static state, the Stop tool appears faded, and the status indicator line reads "Document: Done."

NOTE: The lock indicates whether the Web page is secure or not. Some Web pages can be secured or blocked from other Internet users if the page contains sensitive information, such as financial or housing information. If the lock is closed, the page is secure. If the lock is open, it is not a secure Web page.

Links

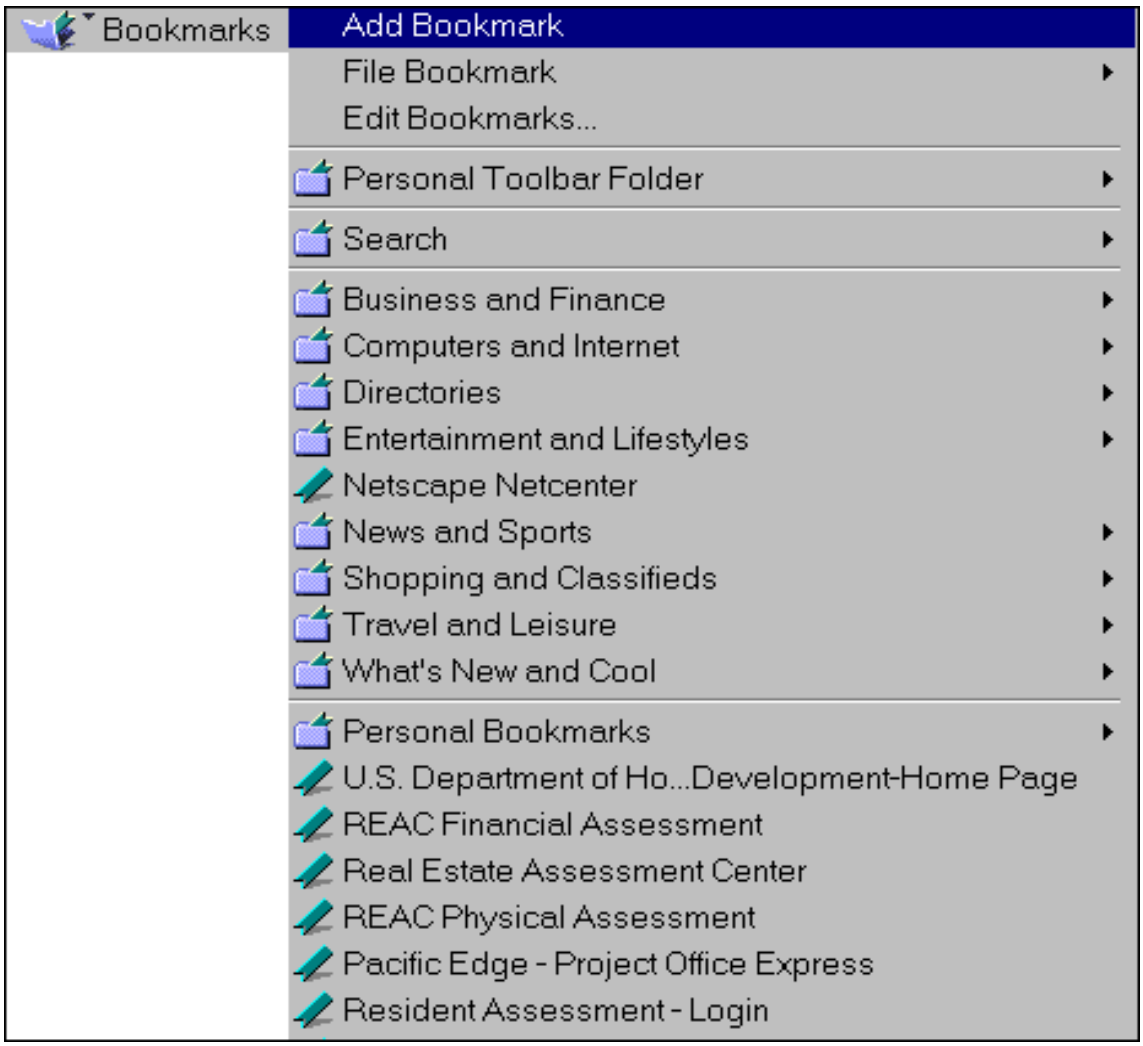
A link provides a method to move quickly from the current page to another Web page. Links are typically underlined, although they do not have to be. Click on a particular link, and it moves the user to that particular page. Once the link is accessed, it typically changes color to indicate the user has already accessed it once before.

Bookmarks

The Bookmarks function is a browser tool that provides the user with quick access to a Web page. Once a Web page's title and location is marked as a bookmark in the browser, the user does not have to remember and type in the URL or go through a series of links to access that page.

To bookmark the currently displayed Web page, click on Bookmarks to the left of the *Location* field for the drop-down options. Click on the Add Bookmark option to mark the page. The Web page location is added.

NOTE: The browser in this example is Netscape. Display may vary according to the browser.



All bookmark(s) appear in list form under the Bookmarks option. Clicking on a bookmark in that list takes the user directly to that page.